



STATE OF MARYLAND

DHMH

Department of Health and Mental Hygiene

MARYLAND BOARD OF SOCIAL WORK EXAMINERS

4201 Patterson Avenue,  
Baltimore, Maryland 21215 – 2299

Web Site: [www.dhmh.state.md.us/bswe/](http://www.dhmh.state.md.us/bswe/)

Phone Number: 410-764-4788

Toll Free: 1-877-526-2541

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March 2010

Dear Applicant:

An inactive or non-renewed license may be reactivated or reinstated within a **5-year period from the expiration date**. After the 5-year time frame an individual must reapply for licensure and meet the current requirements for licensure. Please contact the Board if an application for re-licensure is needed.

► **The Maryland Board of Social Work Examiner's web site, [www.dhmh.state.md.us/bswe/](http://www.dhmh.state.md.us/bswe/), lists the license number, status and expiration date under the section labeled "verifications".**

Enclosed is an application packet for the reactivation/reinstatement of your social work license. Please read all of the material carefully and thoroughly.

The following must be submitted to the Board:

- 1) The reactivation/reinstatement application;
- 2) The appropriate fee;
- 3) The continuing education report form; and
- 4) Copies of the documentation for the required continuing education credit hours.

Effective March 22, 2010: LSWA's must obtain 30 credit hours.

LGSW's, LCSW's & LCSW-C's requirement remains at 40 credit hours.

Applications are usually **reviewed within 7 to 10 business days** from the date the Board received the application.

► **Due to Title protection, an individual may not practice social work or refer to herself/himself as a social worker until the license is reactivated or reinstated.**

Sincerely,

Gloria Jean Hammel, LCSW-C  
Director, Certification and Licensing Unit

Enclosures

**PRACTICING SOCIAL WORK WITHOUT AN ACTIVE LICENSE IS A VIOLATION OF THE LAW AND COULD RESULT IN THE DENIAL OF A LICENSE AND/OR PROSECUTION.**

**INSTRUCTIONS**

**SIGNATURE LINE**

**PLEASE BE SURE TO SIGN AND DATE THE FORM IN THE SPACE PROVIDED**

**PAYMENT AND FEES**

Please make your check or money order payable to the Maryland Board of Social Work Examiners. Include the license number on your check or money order.

<b>LEVEL'S</b>	<b><i>REACTIVATION</i></b>	<b><i>REINSTATEMENT</i></b>
LSWA	\$105.00	\$180.00
LGSW	\$190.00	\$265.00
LCSW	\$250.00	\$325.00
LCSW-C	\$250.00	\$325.00
<i>Revised 02/08/2010</i>		

**NAME CHANGE AND ADDRESS OF RECORD**

The Board must be notified in writing of a licensee's **name change and address**. Please provide a copy of legal documentation of the change in name.

**SOCIAL SECURITY NUMBER, RACE, AND DATE OF BIRTH**

This information is required and will be used for identification purposes only.

**QUESTIONS #1 THROUGH #7**

Answer all questions with a yes or no. For each questions answered with a yes, please attach a detailed explanation. For question #4 and #5 also provide a certified copy of the police/court record and final disposition.

**CONTINUING EDUCATION**

**Reactivation & Reinstatement**

**40 (30 for LSWA's)** continuing education credit hours obtained in the 2 years preceding the submission of the application for reactivation or reinstatement.

The section concerning continuing education must be completed. **Check yes** if the required credit hours have been completed. **STAPLE COPIES OF THE CONTINUING EDUCATION DOCUMENTATION** to the completed Continuing Education Credit Report form. **Check no** and select the length of time needed if the required credit hours have not been completed.

**A request for an extension of time in order to obtain the required number of continuing education credit hours can be requested by checking the appropriate box on the reactivation or reinstatement application.** **NOTE: THE BOARD MAY OR MAY NOT AUTHORIZE AN EXTENSION.**

**THE FOLLOWING INFORMATION IS NOT INTENDED TO SUBSTITUTE  
FOR READING COMAR 10.42.06 (REVISED MARCH 22, 2010)**

**CONTINUING EDUCATION REFERENCE INFORMATION**

**CATEGORY I**

- Programs given by Board-authorized sponsors, with individual sessions of at least 1 hour.
- Real-time transactions between teachers and learners and may include face-to-face transactions and interactive technology
- Courses, seminars, workshops, symposiums, conferences, staff development, attendance at programs offered at professional or scientific meetings

Credits

- At least 20 (15 for LSWA's) of the required 40 (30 for LSWA's) credit hours must be earned in this category.
- All 40 (30 for LSWA's) credit hours may be earned in this category.
- At least 3 Category I credit hours must be earned in ethics and professional conduct, including boundary issues or pertaining to the standards of practice and laws governing the profession of social work in Maryland.

Documentation

- An official transcript for academic courses; or
- A certificate of participation, which is signed and dated by the approved sponsor indicating credit hours earned.

**Category II Activities**

- Programs which are less structured or are not Board-authorized.
- Workshops, conferences, in-service trainings, structured peer-case conferences among, audio-visual instructional programs, journal clubs, preparation and presentation of a scientific or professional paper at a meeting of a professional or scientific organization; authoring, editing or reviewing a professional publication; preparing and presenting Approved face to face programs.
- Home-study programs of instruction, audiovisual and Internet on-line courses provided by a Board approved Category I sponsors.

Credits

- Twenty (20) (15 for LSWA's) of the required 40 (30 for LSWA's) credit hours may be earned in this category.

Documentation

- A certificate of participation, if available; or
- If a certificate of participation is not available: the dates when the program was presented; the name(s) of the presenter(s); topics presented; and an outline of the presentation (this could be from your notes).
- Post-test passing score for audio-visual and home study programs or a certificate of participation if available. Proof of presentation made, reprints of publications, letters from educational institutions when credit is claimed for the instruction of students;
- Dates, times and names of participants in structured peer-case conferences and journal club activities.

**ETHICS REQUIREMENT:**

3 Category I credits in Category I (every two years) in "ethics and professional conduct, including boundary issues." The Ethics requirement cannot be satisfied through home-study or online programs.

**HOME STUDY , AUDIOVISUAL AND Internet ON-LINE PROGRAMS:**

The home-study program must be offered by a Board Authorized Sponsor and the licensee may obtain a maximum of 20 (15 for LSWA's) Category II credit hours from home-study programs.

**DIRECTORIES OF BOARD APPROVED SPONSORS:**

Maryland Board of Social Work Examiners: [www.dhmh.state.md.us/bswe/](http://www.dhmh.state.md.us/bswe/)

The Association of Social Work Boards: [www.aswb.org](http://www.aswb.org)

The National Association of Social Workers: [www.socialworkers.org](http://www.socialworkers.org)

**COMPARISON OR CONVERSION CHART**

	<u>*Credit Education Hour(s)</u>
1 Academic Credit.....	5 credit hours
1 Academic <u>Audit</u> Credit.....	3 credit hours
1 OETAS Credit**.....	10 credit hours
1 Clock Hour.....	1 credit hour
1 Contact Hour... ..	1 credit hour
1 50 Minute Class Hour... ..	1 credit hour

\*Continuing Education Hour(s): to determine the number of equivalent credit hours consider the number of hours in the program excluding all breaks (mid-morning, lunch time and mid-afternoon).

\*\*OETAS Credits: The Office of Education and Training for Addiction Services